



**DEPARTMENT OF
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**TASK ORDER PREPARATION, SELECTION AND AWARD PROCESS FOR
STATEWIDE FINANCIAL/FINANCIAL RELATED AUDIT SERVICES CONTRACT**

The following outlines the general process for preparing, selecting and awarding work for the Statewide Financial/Financial Related Audit Services Contract. Actual details of any specific Task Order Request For Proposals (TORFP) may vary in detail but should follow these general procedures. The Statewide process is designed to maximize the use of available electronics (e-mail and ADPICS). Any questions should be directed to the DBM Contract Manager (CM) Jacquelyn E. Skinner-Boock.

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PART 1: TORFP ORIGINATION

1. The Agency e-mails a request to the DBM CM for an Audit TORFP template.
2. The DBM CM will e-mail reply with an attachment, a Microsoft Word TORFP template document.
3. The Agency is responsible for drafting the initial TORFP, determining the work requirements, and planning and establishing the schedule for the project and award. The plans should include a pre- Task Order Proposal (TOP) conference, a reasonable period of time for Master Contractors to prepare a TOP to the TORFP and a reasonable period of time to evaluate TOPs and have discussions before selection.
4. The Agency addresses all highlighted areas of the TORFP template. DBM CM assistance is available via e-mail or phone.
5. The Agency identifies its Task Order Manager (TOM) and its procurement officer. The TOM will be the Agency contact and will coordinate with the DBM CM, unless directed by the agency TOM to work through the procurement officer.

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6. The Agency submits its draft TORFP to the DBM CM via email to cmo@dbm.state.md.us.
7. The DBM CM reviews the TORFP and makes changes/corrections if necessary.
8. If there are substantive changes, or if questions/issues are identified, the DBM CM will either call or return the TORFP via e-mail to the Agency. The Agency will address questions/issues and return the revised TORFP to the DBM CM via e-mail.
9. **An ADPICS Requisition is not to be submitted to DBM to initiate the TORFP.**

PART 2: TORFP SOLICITATION & DECISION

1. The DBM CM will release the final approved TORFP to all eligible Master Contractors and conducts the solicitation process through cmo@dbm.state.md.us.
2. During the solicitation phase of the process, all communications will be through the DBM CM via e-mail. Master Contractors and the soliciting Agency should not communicate directly during the solicitation process, unless directed by DBM CM.
3. Master Contractors will send via e-mail, as separate Microsoft Word or Excel files, or in Adobe format, their Technical and Financial Task Order Proposals. Master Contractors not proposing must send a written notice to the DBM CM declining submission of a proposal and providing an explanation of the reason(s) why.
4. The DBM CM will receive and forward all TOPs electronically to the Agency TOM and procurement officer.
5. The Agency will select the evaluation committee, conduct the evaluation phase of the process, communicate to DBM CM any information, clarification, meeting requests, etc. for the Master Contractors, and establish the technical rankings based on the evaluation criteria outlined within the TORFP document. Throughout this period, the DBM CM is available to provide guidance for the evaluation.
6. Upon completion of technical ranking with strengths and weaknesses stated for each TOP evaluated, the agency TOM will send via e-mail to the DBM CM the ranking and determination of qualified or not qualified of the TOPs which will include the strengths and weaknesses of each Master Contractor. Upon review and acceptance by DBM CM, the DBM CM will forward the financial portion of the qualified TOPs to the Agency. The Agency will establish the financial ranking and the combined technical and financial ranking of each qualified TOP.
7. Optional: The Agency may ask the DBM CM to request a Best And Final Offer (BAFO) from the Master Contractors with qualified TOPs.
8. Upon completion of the evaluation of TOPs, the Agency completes a Master Contractor Selection Recommendation and submits it to the DBM CM for review and

approval/disapproval. The recommendation is a document prepared by the Agency TOM/procurement officer that summarizes the evaluation and selection process. Included in the document must be:

- a. A technical, financial and combined ranking of each qualified Master Contractor;
 - b. Strengths and weaknesses of each qualified Master Contractor;
 - c. Rationale for selecting the recommended Master Contractor for the Task Order Agreement (TOA); and,
 - d. Any additional information that may assist DBM CM in its review of the agency recommendation.
9. If approved, the recommended Master Contractor will be notified by DBM CM of the selection and the Master Contractor will sign the TOA for the project and return the signed document to the DBM CM via mail or hand delivery.
10. The DBM CM notifies all Master Contractors of the Task Order award.
11. The DBM CM will coordinate schedules with the Agency and the Master Contractors to provide debriefings to Master Contractors not selected.

PART 3: AWARDS

1. Upon completion of Part 2, the DBM CM will instruct the Agency TOM to prepare a purchase order release against the Master Blanket Purchase Order (BPO) via the following process:
 - a. Prepare a release off the DBM identified BPO using the 2360 ADPICS screen. NOTE: Only a release using the 2360 screen against the correct BPO # will be accepted.
 - b. Complete the 2365 ADPICS screen using the **commodity code 94620**.
 - c. Complete the 2356 ADPICS screen as follows:
 - i. The 'PROCUREMENT METHOD' IS "R"
 - ii. The 'CATEGORY OF WORK' IS "R"
 - iii. The 'AWARD AUTHORITY' IS "DBM" and,
 - iv. The 'DESCRIPTION' field is completed.
 - d. Establish the proper approval agency path to obtain all necessary agency approvals. (Note: this is your agency's internal approval path and **does not include DBM or the BPW**)
 - e. "Post" the completed ADPICS item. This will automatically include the DBM CM in the approval path.
 - f. DBM CM will either approve, or reject with explanation.
 - g. After DBM CM final approval, the agency will be responsible for issuing and sending the approved purchase order to the selected Master Contractor.

2. When the ADPICS process described above is complete, the DBM CM will issue a Notice to Proceed (NTP) and the executed TOA to the Master Contractor's Contract Administrator. The NTP will include the effective date for the task order and the Agency TOM. Copies of this material will also be forwarded to the Agency TOM. Work under a TOA may begin only after issuance of a NTP by the DBM CM.

PART 4: TOA

1. The Agency TOM will manage the TOA.
2. The Agency TOM and the TOA Contractor will work to complete the TOA as outlined within the agreement.
3. Neither the TOA Contractor nor the Agency TOM is authorized to make changes to the TOA. The DBM CM will only process a change order after the Agency TOM initiates a change order in ADPICS.
4. ADPICS Change Orders will not be initiated by the Agency until the DBM CM approves the need for a change order.
5. The DBM CM will be available to discuss an issue/activity related to a TOA.

PART 5: TOA CLOSE-OUT

1. At the conclusion of the TOA, the Agency TOM will verify all deliverables have been met, the Agency accepts the final results, and processes the final invoice for payment.
2. The Agency TOM will e-mail notice to the DBM CM that the final payment to the TOA Contractor has been made and that all payments were made in accordance with the TOA.